



CAPPS Financial User Group

Unified Navigation

May 24, 2018

Unified Navigation

Unified Navigation

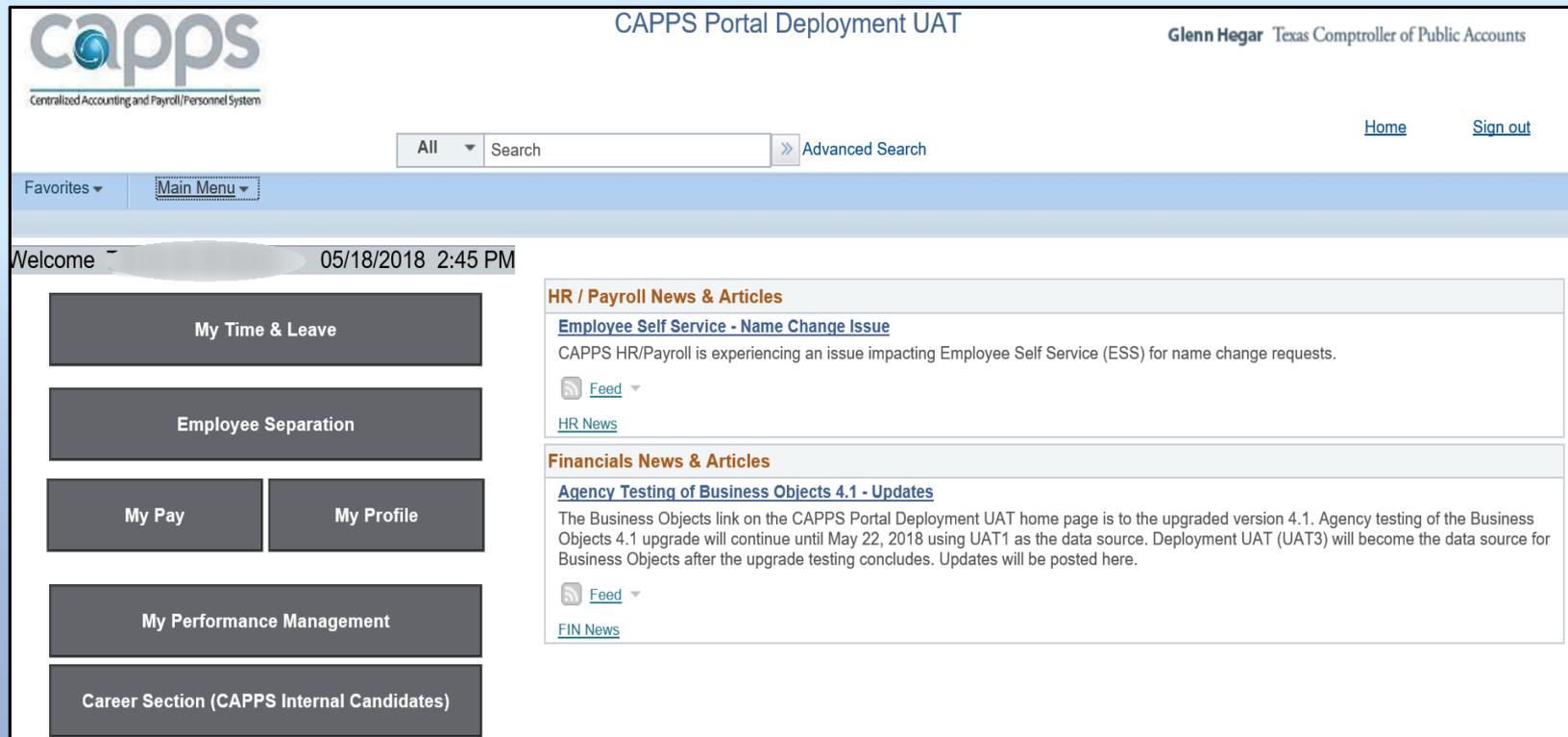
The navigation within PeopleSoft to the Financial pages in the release 9.56 has changed. Users home page will default to the employee self service page. To access the Financials pages the users will need to navigate from the home page using the delivered menu.

Favorites is still an option and will need to be repopulated in this version of PeopleSoft.

Let's explore this together.

Unified Navigation

PeopleSoft Home Page –



The screenshot displays the CAPPS Portal Home Page. At the top left is the CAPPS logo with the tagline "Centralized Accounting and Payroll/Personnel System". The page title is "CAPPS Portal Deployment UAT". On the top right, the user is identified as "Glenn Hegar Texas Comptroller of Public Accounts". Below the logo is a search bar with a dropdown menu set to "All" and a search input field. To the right of the search bar are links for "Home" and "Sign out". A navigation bar contains "Favorites" and "Main Menu" dropdown menus. A welcome message reads "Welcome [redacted] 05/18/2018 2:45 PM". The left sidebar features several dark grey buttons: "My Time & Leave", "Employee Separation", "My Pay", "My Profile", "My Performance Management", and "Career Section (CAPPS Internal Candidates)". The main content area is divided into two news sections. The first section, "HR / Payroll News & Articles", includes a link for "Employee Self Service - Name Change Issue" with a subtext: "CAPPS HR/Payroll is experiencing an issue impacting Employee Self Service (ESS) for name change requests." Below this link are "Feed" and "HR News" options. The second section, "Financials News & Articles", includes a link for "Agency Testing of Business Objects 4.1 - Updates" with a subtext: "The Business Objects link on the CAPPS Portal Deployment UAT home page is to the upgraded version 4.1. Agency testing of the Business Objects 4.1 upgrade will continue until May 22, 2018 using UAT1 as the data source. Deployment UAT (UAT3) will become the data source for Business Objects after the upgrade testing concludes. Updates will be posted here." Below this link are "Feed" and "FIN News" options.

Unified Navigation

Navigation Steps – Main Menu



The screenshot displays the CAPPS Portal interface. At the top left is the CAPPS logo with the tagline "Centralized Accounting and Payroll/Personnel Systems". The top right corner shows "CAPPS Portal Deploy". Below the logo is a search bar with a dropdown menu set to "All" and a search input field. A navigation bar contains "Favorites" and "Main Menu" dropdowns. The "Main Menu" dropdown is open, showing a list of options: Financials, Financials Reporting, HR/Payroll, HR/Payroll Reporting, PeopleTools, Change My Password, Maintain Password Hint, My Instant Messaging, My Personalizations, Set FIN Accessibility Flag, and Set HR Accessibility Flag. A red arrow points to the "Main Menu" dropdown. The main content area features a "Welcome" message, a "My" section, and a "Career Section (CAPPS Internal Candidates)". On the right, there are two news sections: "HR / Payroll News & Articles" and "Financials News & Articles", each with a "Feed" icon and a "News" link.

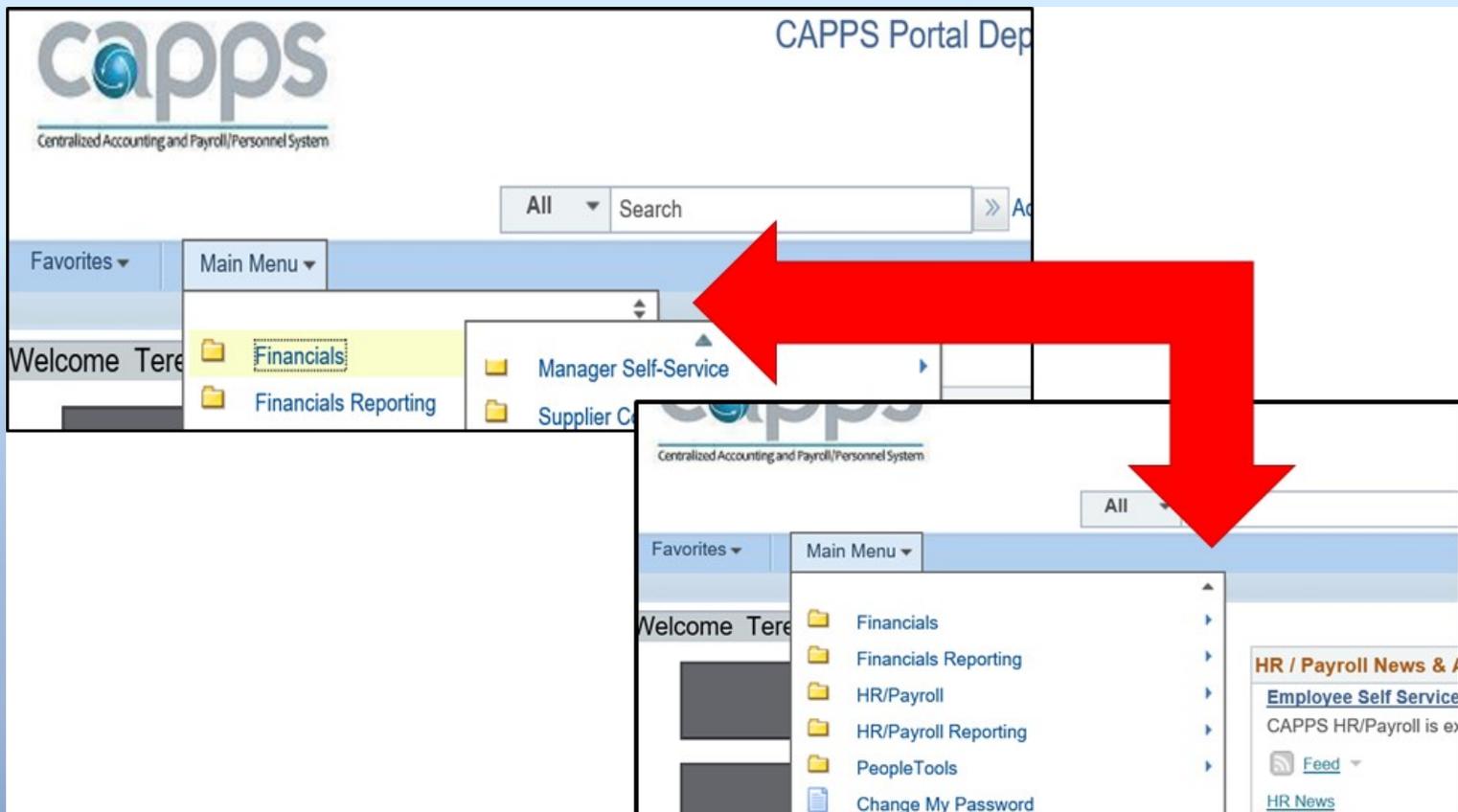
Unified Navigation

Navigation – Main Menu > Financials (unsorted)



Unified Navigation

Navigation – Select the up arrow to sorting the menu in alpha order.



Unified Navigation

Navigation – Main Menu > Financials (sorted)

The screenshot displays the CAPPS Portal interface. At the top left is the CAPPS logo with the text 'Centralized Accounting and Payroll/Personnel System'. At the top right is the text 'CAPPS Portal Dep'. Below the logo is a search bar with a dropdown menu set to 'All' and a search input field. Below the search bar is a navigation bar with 'Favorites' and 'Main Menu' dropdowns. The 'Main Menu' dropdown is open, showing a list of categories. The 'Financials' category is highlighted in yellow. Below 'Financials' is a sub-menu listing various financial functions, each with a folder icon and a right-pointing arrow. The sub-menu items are: Accounts Payable, Accounts Receivable, Allocations, Application Diagnostics, Asset Management, Background Processes, Banking, Billing, CAPPS Reports, CAPPS Statewide, Cash Management, Catalog Management, Commitment Control, Cost Accounting, and CPA Interfaces. The background of the portal shows a 'Welcome There' message and several dark rectangular buttons for user actions like 'My Personalizations' and 'Career Section (CAPPS Internal Ca'.

Centralized Accounting and Payroll/Personnel System

CAPPS Portal Dep

All Search >> A

Favorites Main Menu

Welcome There

My Personalizations

Career Section (CAPPS Internal Ca

- Financials
 - Accounts Payable
 - Accounts Receivable
 - Allocations
 - Application Diagnostics
 - Asset Management
 - Background Processes
 - Banking
 - Billing
 - CAPPS Reports
 - CAPPS Statewide
 - Cash Management
 - Catalog Management
 - Commitment Control
 - Cost Accounting
 - CPA Interfaces
- Financials Reporting
- HR/Payroll
- HR/Payroll Reporting
- PeopleTools
- Change My Password
- Maintain Password Hint
- My Instant Messaging
- My Personalizations
- Set FIN Accessibility Fla
- Set HR Accessibility Fla

Questions?





Centralized Accounting and Payroll/Personnel System



Thank you!

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<https://fm.x.cpa.state.tx.us/fmx/capps/>

www.txprojectone.org